

2024/25

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# SALARY GUIDE

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**BWW**

# Introduction

## About BWW

BWW is a specialist recruitment consultancy dedicated to the Company Secretarial and Corporate Governance profession. With some of the most well-known, trusted consultants in the industry our team offers the most knowledgeable resource you can hope to find in this niche area of recruitment. Our client base covers house hold name PLCs, professional service firms, financial service groups, companies preparing for IPO, charities, public and NHS sector clients and many others.

See [Our Clients](#) to find out more.

We aim to continue providing the market with the open, straightforward, hardworking service that we are so proud to have gained a reputation for.

## About our 2024/25 Salary Guide

The following information is a guide to Company Secretarial and Governance salaries, bonus ranges and benefits in 2024-2025.

We conducted an online survey that had **over 900 responses from Company Secretaries and Governance Professionals**. Whilst we aim to be as accurate and up-to-date as possible; every team, role and business are different so we would encourage you to get in touch to get more tailored advice, which we would be happy to offer.

We want to thank everyone who spared their time to complete our survey!

# OUR TEAM

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**Fiona Boxall**  
Director



**Robyn Murrell**  
Director



**Jane Wallace**  
Consultant



**Ian Rickard**  
Consultant



**Carla Wells**  
Consultant



**Adam Skalsky**  
Consultant

# FTSE 100

## Salary Ranges

<b>JOB TITLE</b>	<b>Salary Range</b>	<b>Bonus Range</b>	<b>Notice period</b>
Group Company Secretary & General Counsel	£200k+	50% +	6 months+
Company Secretary	£180-£250k	50%+	6 months+
Deputy Secretary	£120-£200k	20-50%	3-6 months
Senior Assistant Secretary	£90-£120k	20-40%	3 months
Assistant Secretary	£65-£90k	10-35%	3 months
Co Sec Assistant	£40-£60k	5-20%	1-3 months
Graduate/Trainee	£30-£45k	0-10%	1 month

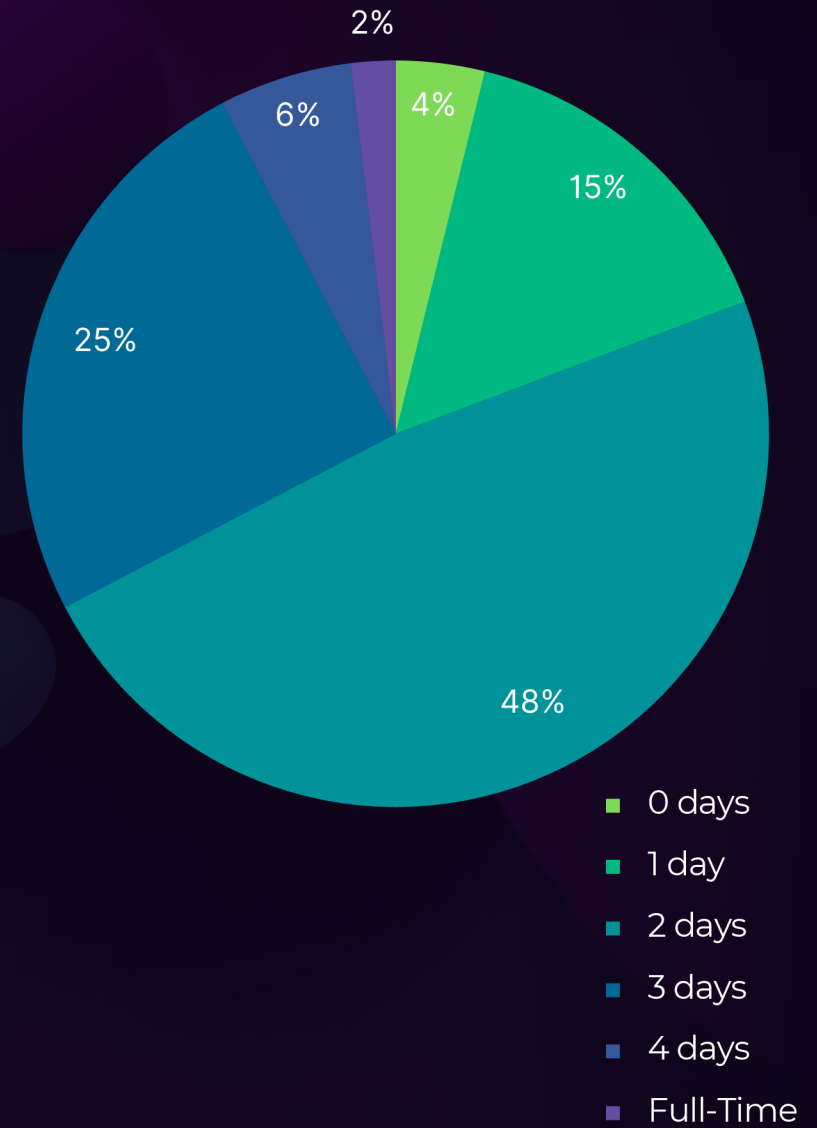
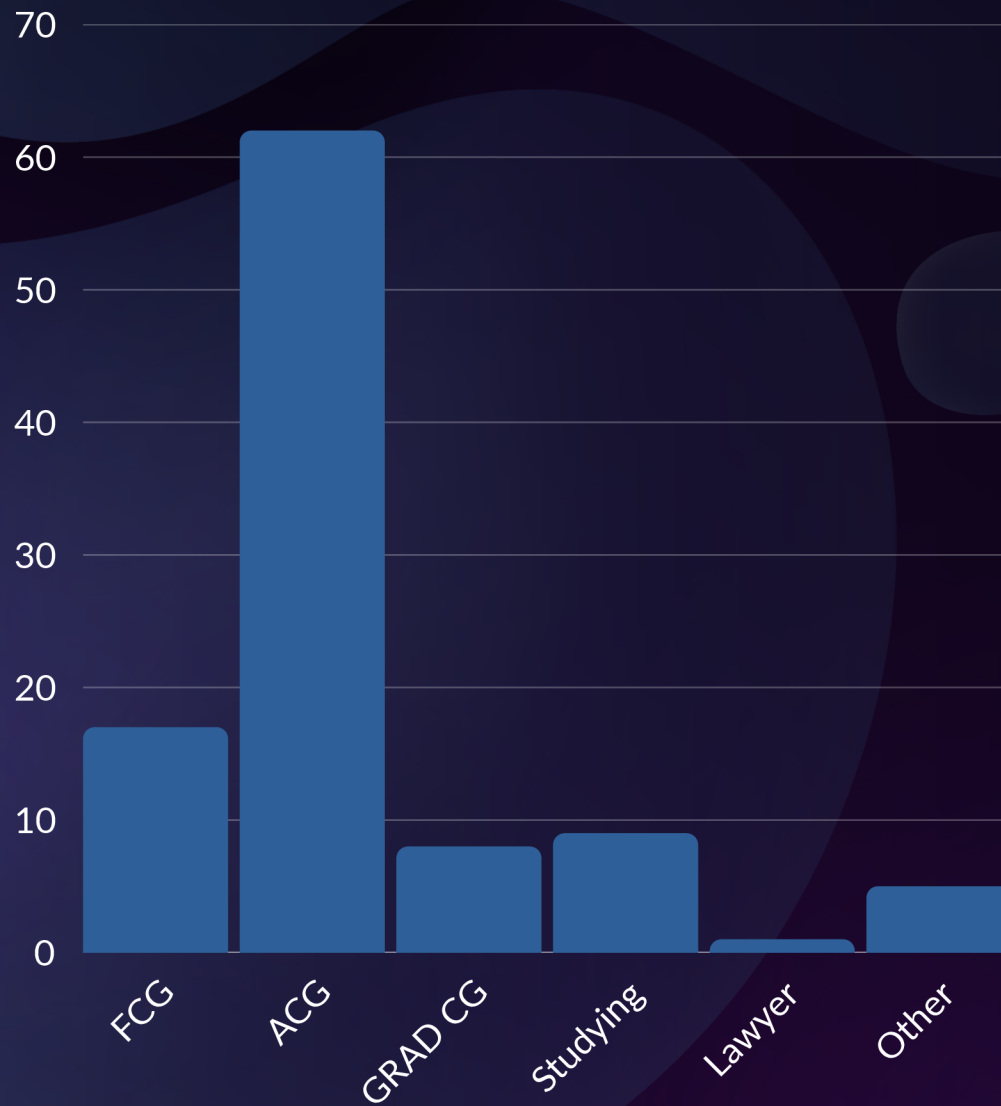
# FTSE 100

## Benefits Breakdown

Benefits	Group Co Sec/ General Counsel	Company Secretary	Deputy Secretary	Senior Assistant Secretary	Assistant Secretary	Co Sec Assistant	Graduate /Trainee
Car Scheme/Car Allowance	●	●	●				
Private Medical	●	●	●	●	●	●	●
Private Dental	●	●	●	●	●	●	●
Share Scheme	●	●	●	●	●	●	●
Long Term Incentive Plan	●	●	●	●			
Life Insurance	●	●	●	●	●	●	●
Cycle to work/ Season Ticket	●	●	●	●	●	●	●
Lifestyle Benefits	●	●	●	●	●	●	●
Holiday Exchange	●	●	●	●	●	●	●
Study Support	●	●	●	●	●	●	●
Gym Membership	●	●	●	●	●	●	●

\*This does not include statutory employment rights such as pension, annual leave & paid holiday.

# FTSE 100



# FTSE 250

## Salary Ranges

<b>JOB TITLE</b>	<b>Salary Range</b>	<b>Bonus Range</b>	<b>Notice period</b>
Group Company Secretary & General Counsel	£200k+	50% +	6 months+
Company Secretary	£100-£200k	50%+	6 months+
Deputy Secretary	£90-£180k	20-50%	3-6 months
Senior Assistant Secretary	£70-£120k	20-40%	3 months
Assistant Secretary	£60-£90k	10-30%	3 months
Co Sec Assistant	£40-£60k	5-20%	1-3 months
Graduate/Trainee	£30-£45k	0-10%	1 month

# FTSE 250

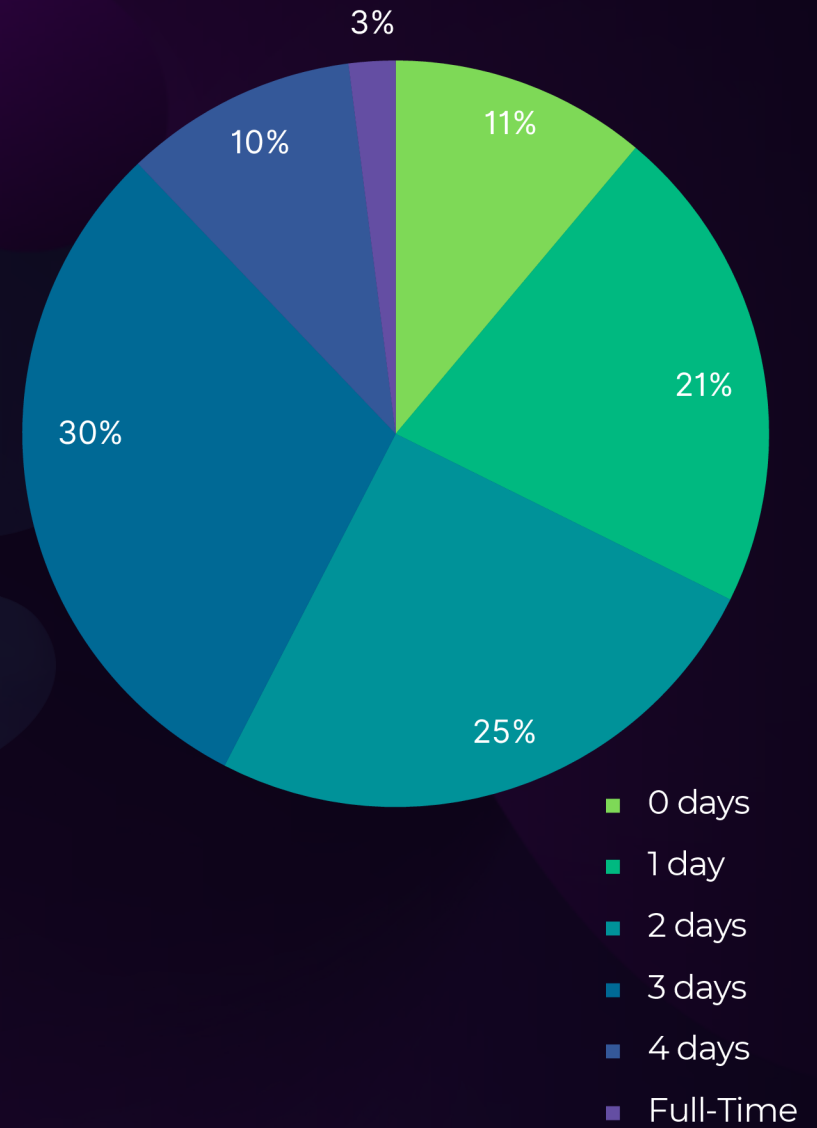
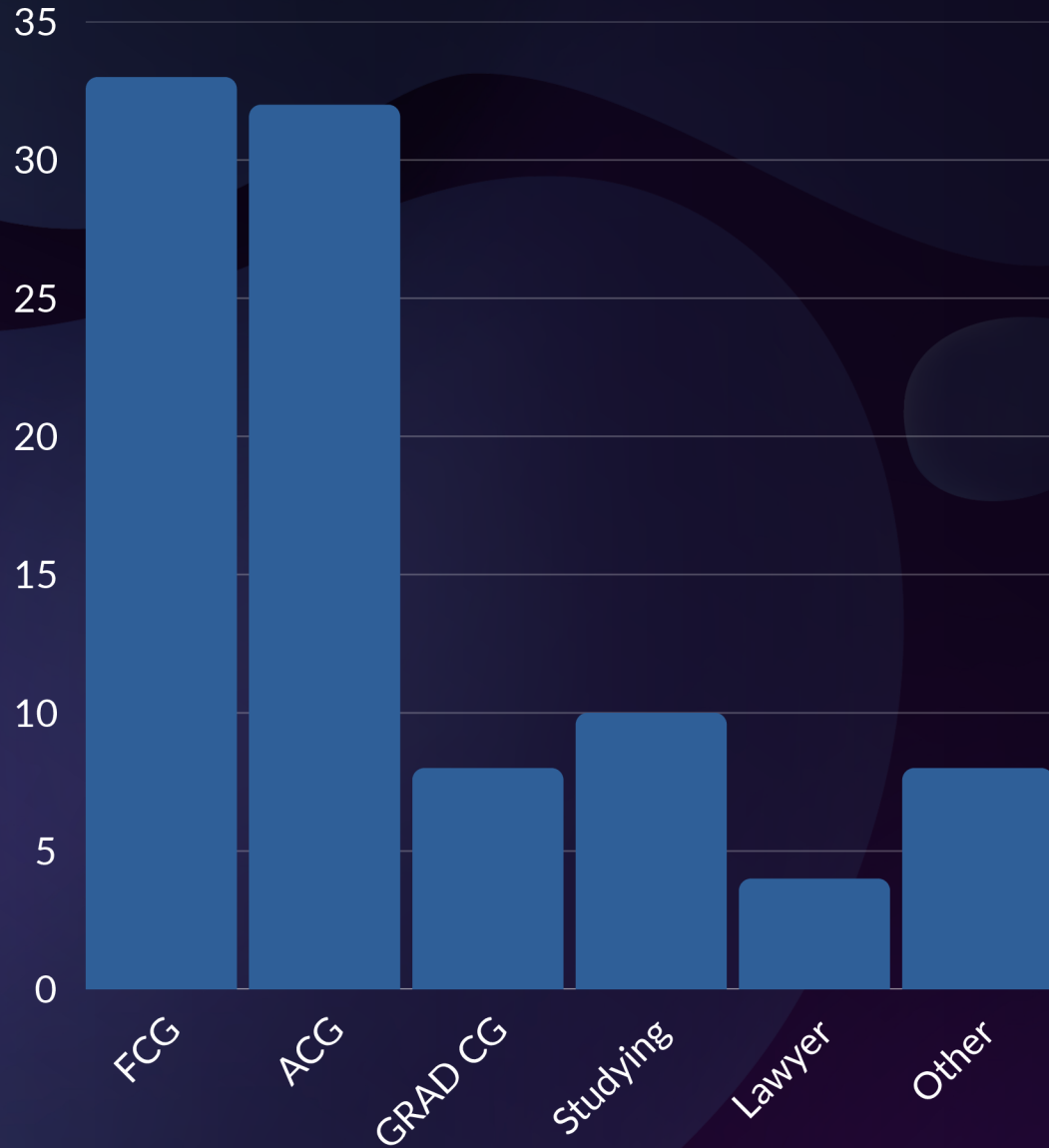
## Benefits Breakdown

Benefits	Group Co Sec/ General Counsel	Company Secretary	Deputy Secretary	Senior Assistant Secretary	Assistant Secretary	Co Sec Assistant	Graduate /Trainee
Car Scheme/Car Allowance	●	●	●				
Private Medical	●	●	●	●	●	●	●
Private Dental	●	●	●	●	●	●	●
Share Scheme	●	●	●	●	●	●	●
Long Term Incentive Plan	●	●	●				
Life Insurance	●	●	●	●	●	●	●
Cycle to work/ Season Ticket	●	●	●	●	●	●	●
Lifestyle Benefits	●	●	●	●	●	●	●
Holiday Exchange	●	●	●	●	●	●	●
Study Support	●	●	●	●	●	●	●
Gym Membership	●	●	●	●	●	●	●

\*This does not include statutory employment rights such as pension, annual leave & paid holiday.



# FTSE 250



# FTSE SMALLCAP & AIM LISTED

## Salary Ranges

<b>JOB TITLE</b>	<b>Salary Range</b>	<b>Bonus Range</b>	<b>Notice period</b>
Group Company Secretary & General Counsel	£100-200k +	50% +	6 months+
Company Secretary	£120-£180k	50%+	6 months+
Deputy Secretary	£90-£130k	20-50%	3-6 months
Assistant Secretary	£50-£80k	5-20%	3 months
Co Sec Assistant	£40-£60k	0-10%	1-3 months
Graduate/Trainee	£30-£35k	0-10%	1 month

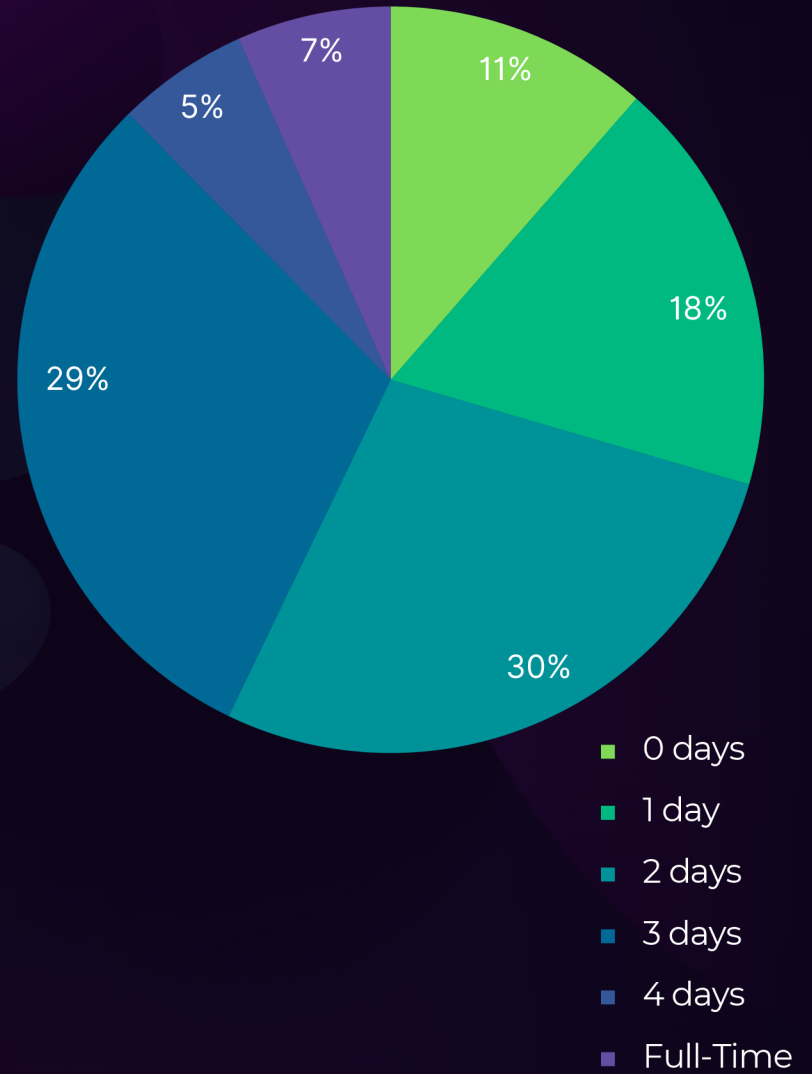
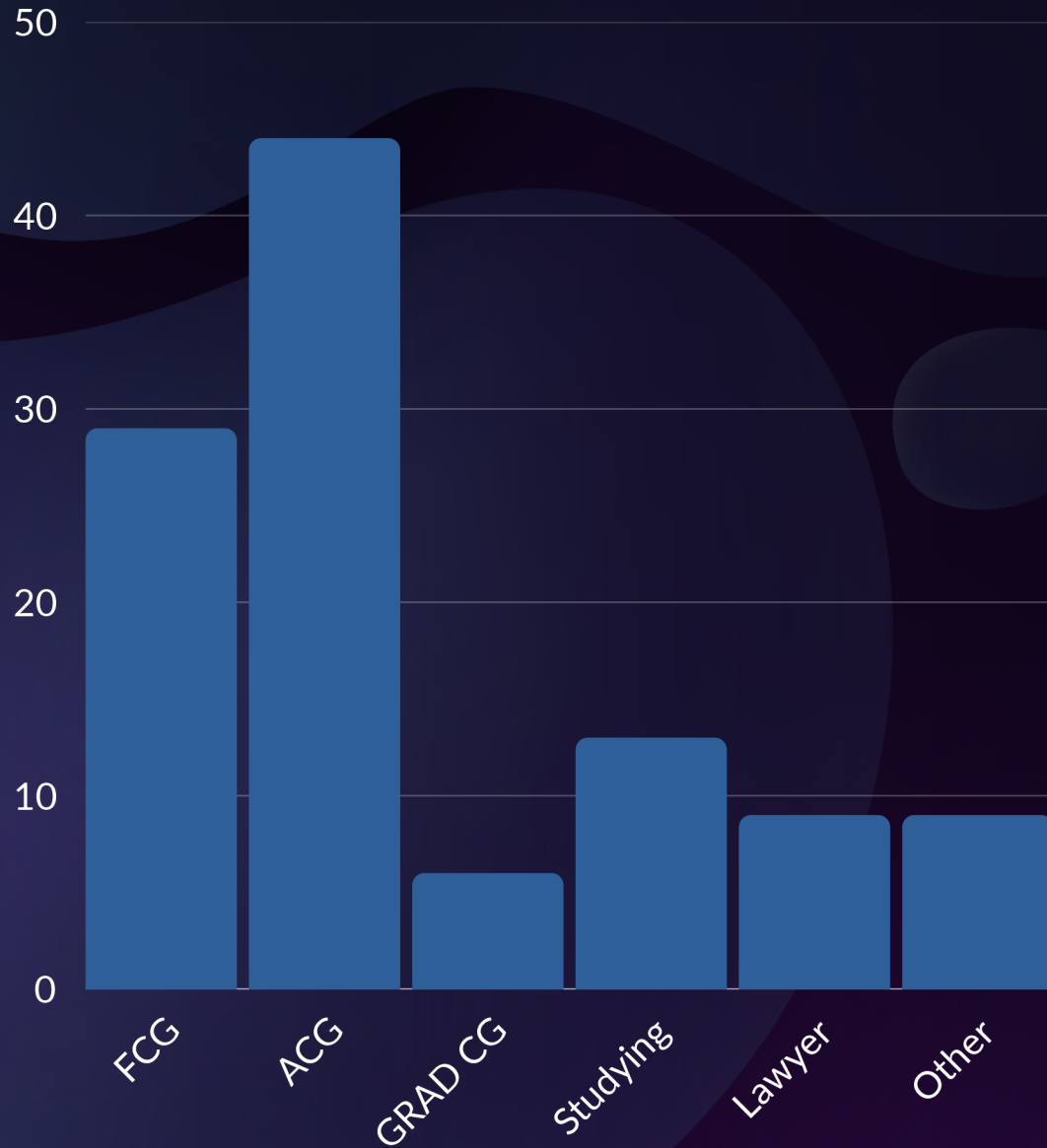
# FTSE SMALLCAP & AIM LISTED

## Benefits Breakdown

Benefits	Group Co Sec/ General Counsel	Company Secretary	Deputy Secretary	Assistant Secretary	Co Sec Assistant	Graduate /Trainee
Car Scheme/Car Allowance	●	●	●			
Private Medical	●	●	●	●	●	●
Private Dental	●	●	●	●	●	●
Share Scheme	●	●	●	●	●	●
Long Term Incentive Plan	●	●	●			
Life Insurance	●	●	●	●	●	●
Cycle to work/ Season Ticket	●	●	●	●	●	●
Lifestyle Benefits	●	●	●	●	●	●
Holiday Exchange	●	●	●	●	●	●
Study Support	●	●	●	●	●	●
Gym Membership	●	●	●	●	●	●

\*This does not include statutory employment rights such as pension, annual leave & paid holiday.

# FTSE SMALLCAP & AIM LISTED



# PRIVATE COMPANIES

## Salary Ranges

<b>JOB TITLE</b>	<b>Salary Range</b>	<b>Bonus Range</b>	<b>Notice period</b>
Group Company Secretary	£130-200K+	30%+	6 months+
Company Secretary	£120-£180k	30%+	3-6 months
Deputy Secretary	£90-£130k	10-30%	3-6 months
Assistant Secretary	£50-£80k	10-20%	1-3 months
Co Sec Assistant	£40-£60k	0-10%	1 month
Graduate/Trainee	£30-£35k	0-10%	1 month

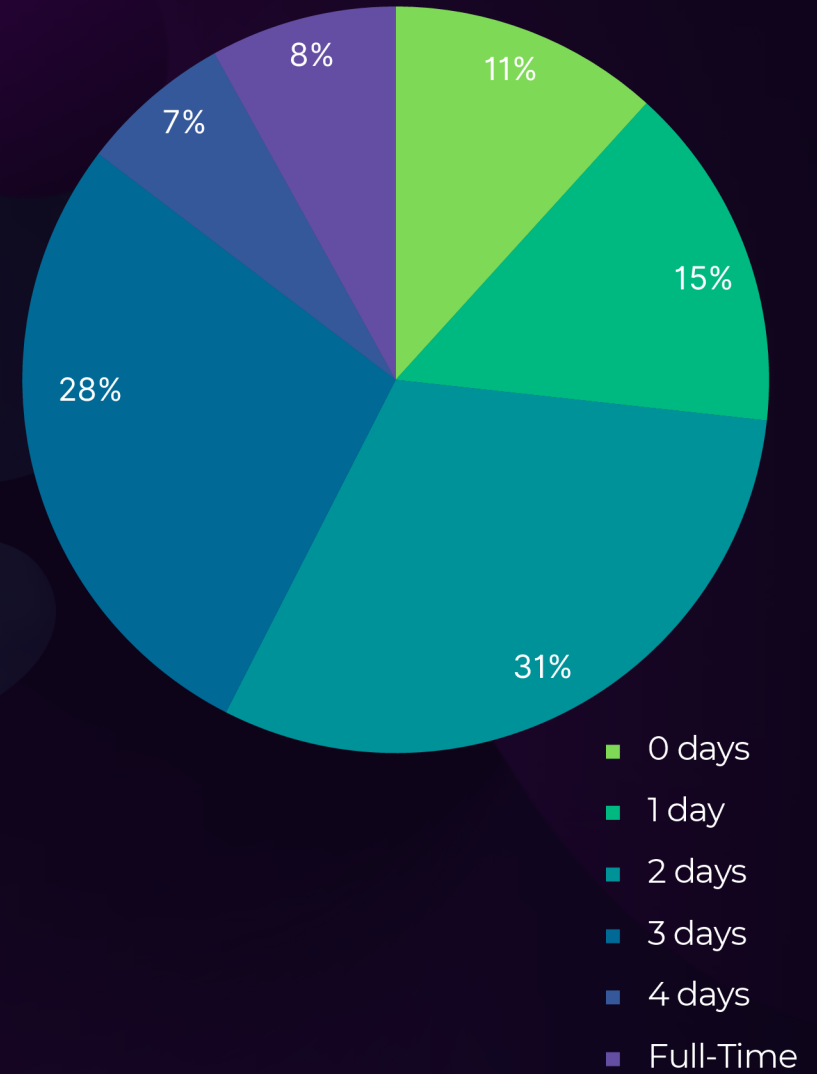
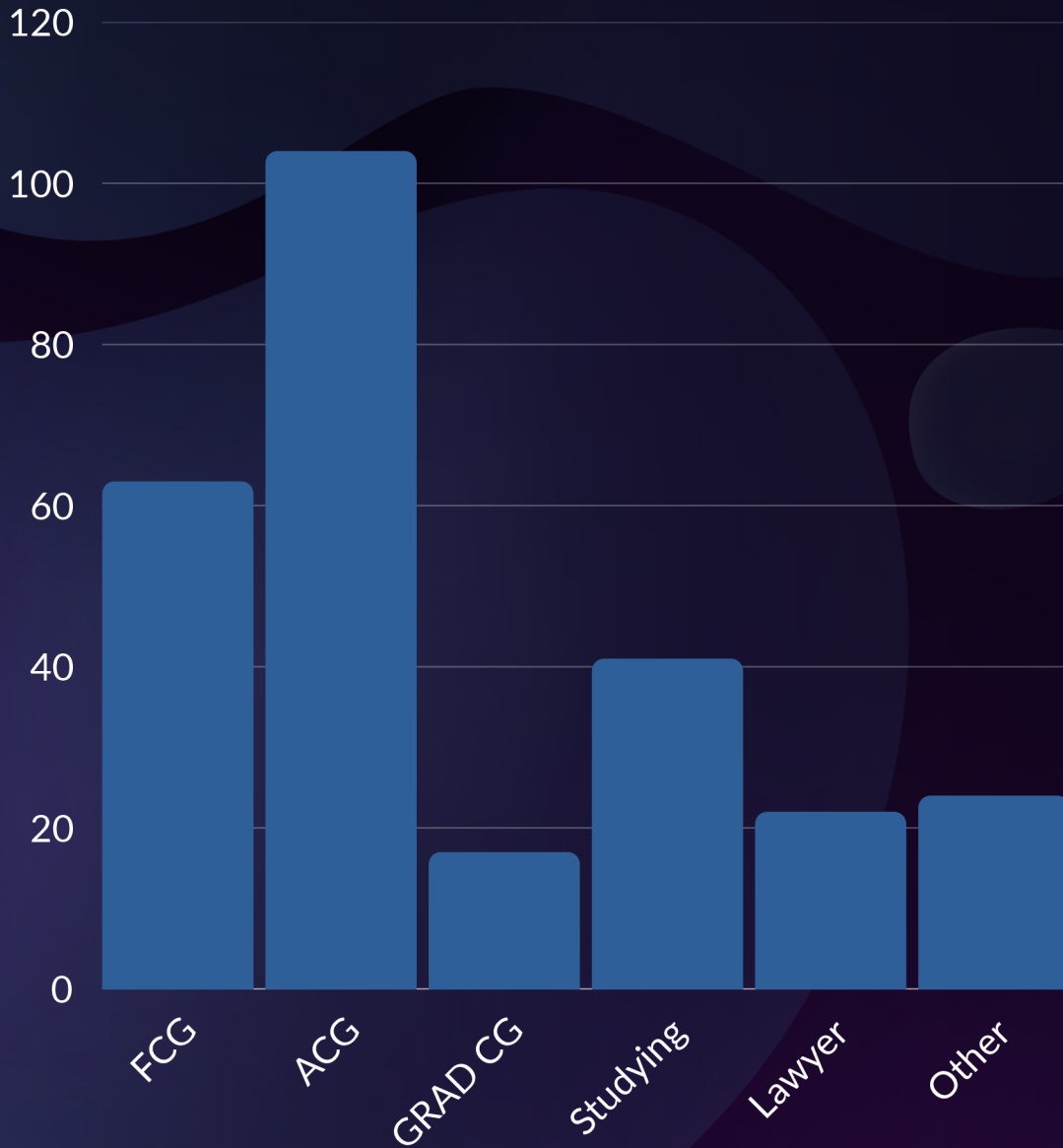
# PRIVATE COMPANIES

## Benefits Breakdown

Benefits	Group Company Secretary	Company Secretary	Deputy Secretary	Assistant Secretary	Co Sec Assistant	Graduate /Trainee
Car Scheme/Car Allowance	●	●	●			
Private Medical	●	●	●	●	●	●
Private Dental	●	●	●	●	●	
Share Scheme	●	●	●	●	●	●
Long Term Incentive Plan						
Life Insurance	●	●	●	●	●	●
Cycle to work/ Season Ticket	●	●	●	●	●	●
Lifestyle Benefits	●	●	●	●	●	
Holiday Exchange	●	●	●	●	●	●
Study Support	●	●	●	●	●	●
Gym Membership	●	●	●	●	●	●

\*This does not include statutory employment rights such as pension, annual leave & paid holiday.

# PRIVATE COMPANIES



# NOT FOR PROFIT/PUBLIC SECTOR

## Salary Ranges

<b>JOB TITLE</b>	<b>Salary Range</b>	<b>Bonus Range</b>	<b>Notice period</b>
Director of Governance	£100-£150k	10-15%	6 months+
Head of Governance	£50-110K+	0-10%	3-6 months
Governance Manager	£40-£90k	0-10%	1-3 months
Governance Assistant	£25-£50k	0-1%	1-3 months
Governance Administrator/ Trainee	£20-£35k	0%	1 month



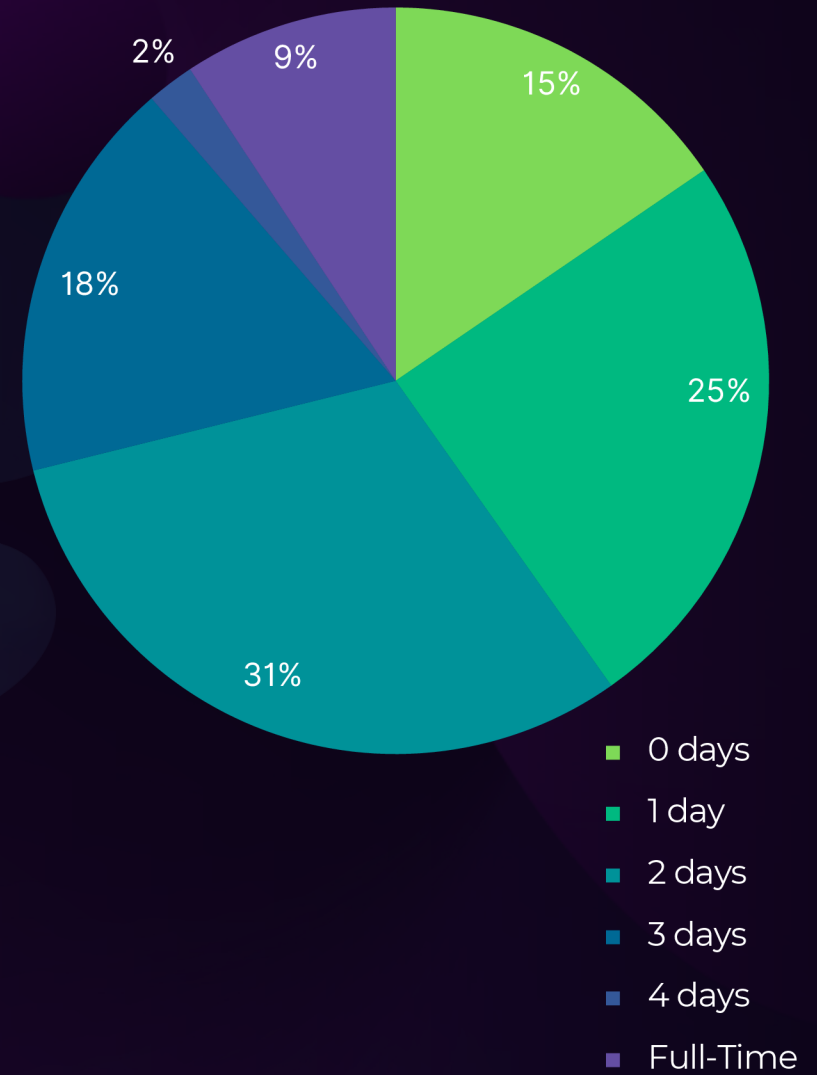
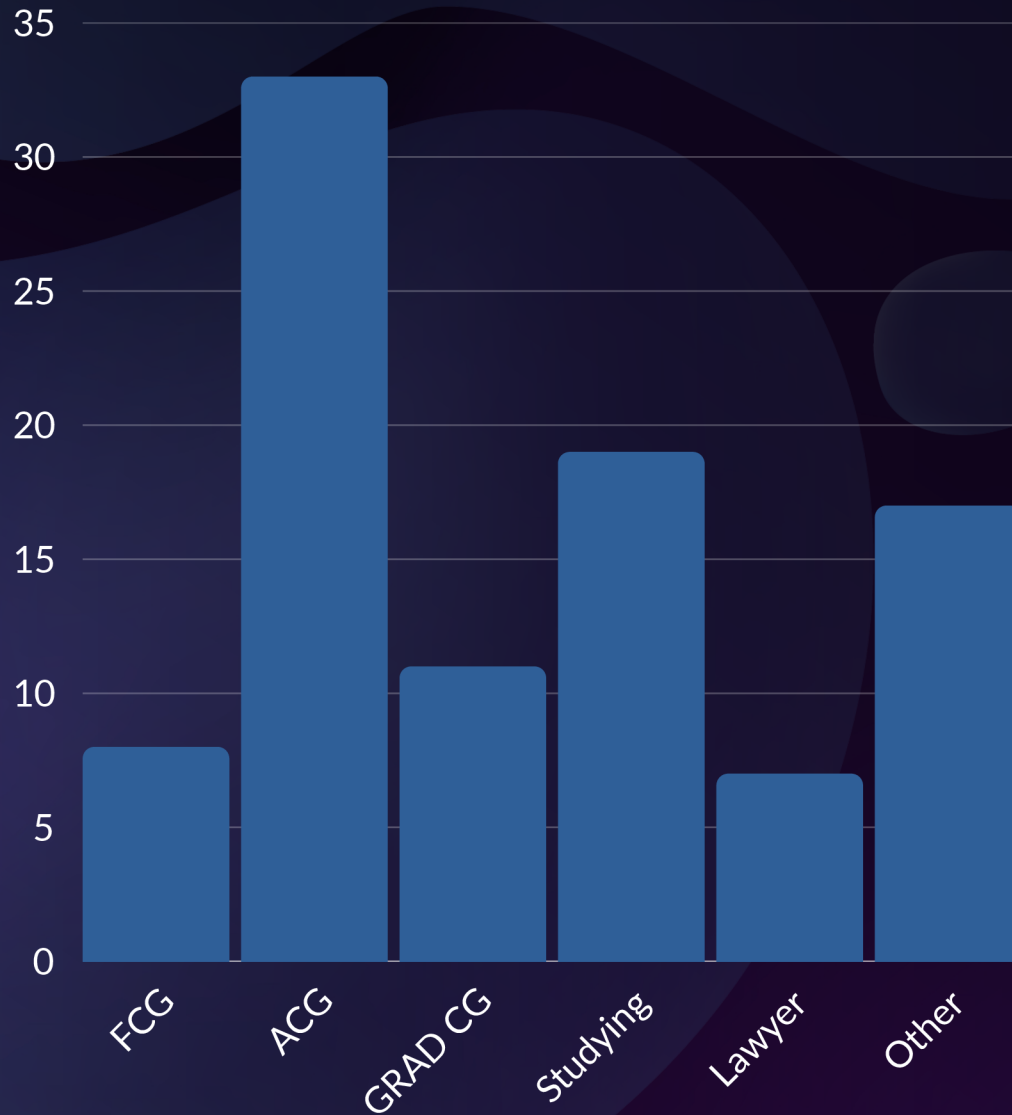
# NOT FOR PROFIT/PUBLIC SECTOR

## Benefits Breakdown

Benefits	Director of Governance	Head of Governance	Governance Manager	Governance Assistant	Governance Administrator/Trainee
Car Scheme/Car Allowance	●	●	●		
Private Medical	●	●	●	●	
Private Dental	●	●	●	●	
Share Scheme					
Long Term Incentive Plan					
Life Insurance	●	●	●	●	
Cycle to work/ Season Ticket	●	●	●	●	●
Lifestyle Benefits	●	●	●	●	●
Holiday Exchange	●	●			
Study Support	●	●	●	●	●
Gym Membership	●	●	●	●	●

\*This does not include statutory employment rights such as pension, annual leave & paid holiday.

# NOT FOR PROFIT/ PUBLIC SECTOR



# PROFESSIONAL SERVICES

## Salary Ranges

<b>JOB TITLE</b>	<b>Salary Range</b>	<b>Bonus Range</b>	<b>Notice period</b>
Head of Department	£100-150K+	10-20%	3 months
Director	£90-£140k	10-20%	3 months
Senior Manager/Manager	£50-£130k	10-20%	3 months
Senior	£50-£80k	5-10%	1-3 months
Consultant/Consultant	£40-£65k	0-10%	1-3 months
Senior Associate/Associate	£25-35k	0-10%	1 month
Trainee			

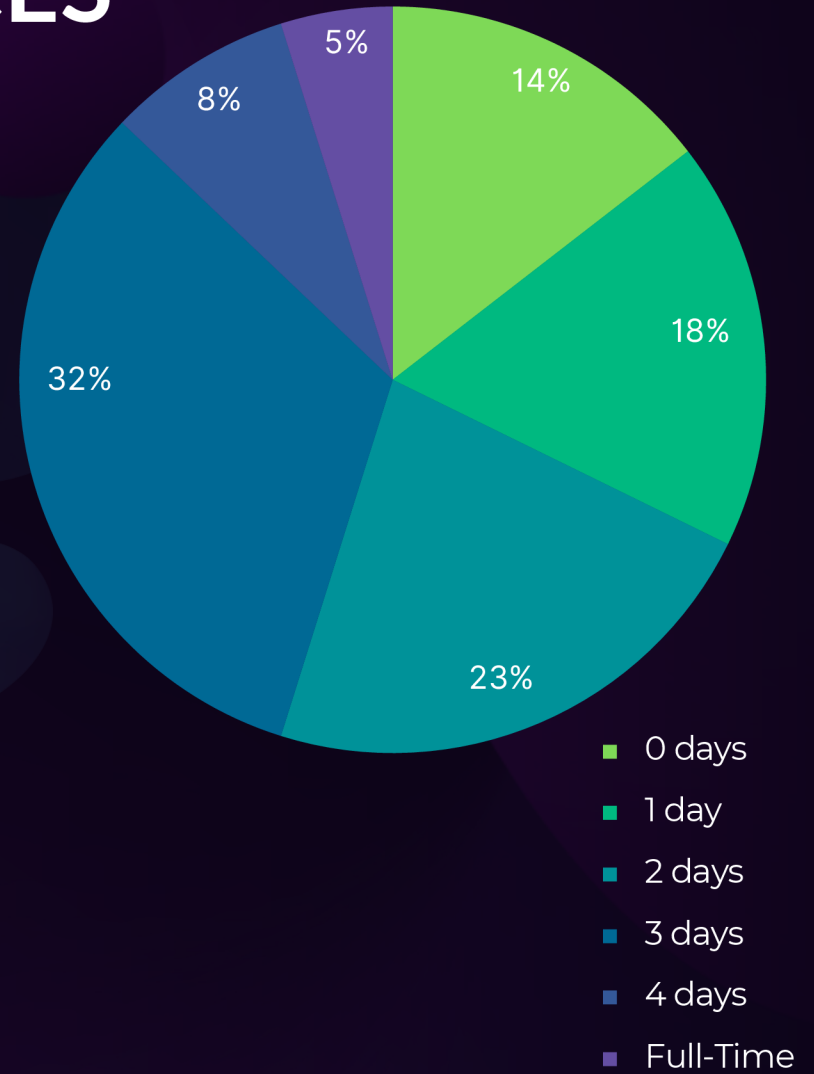
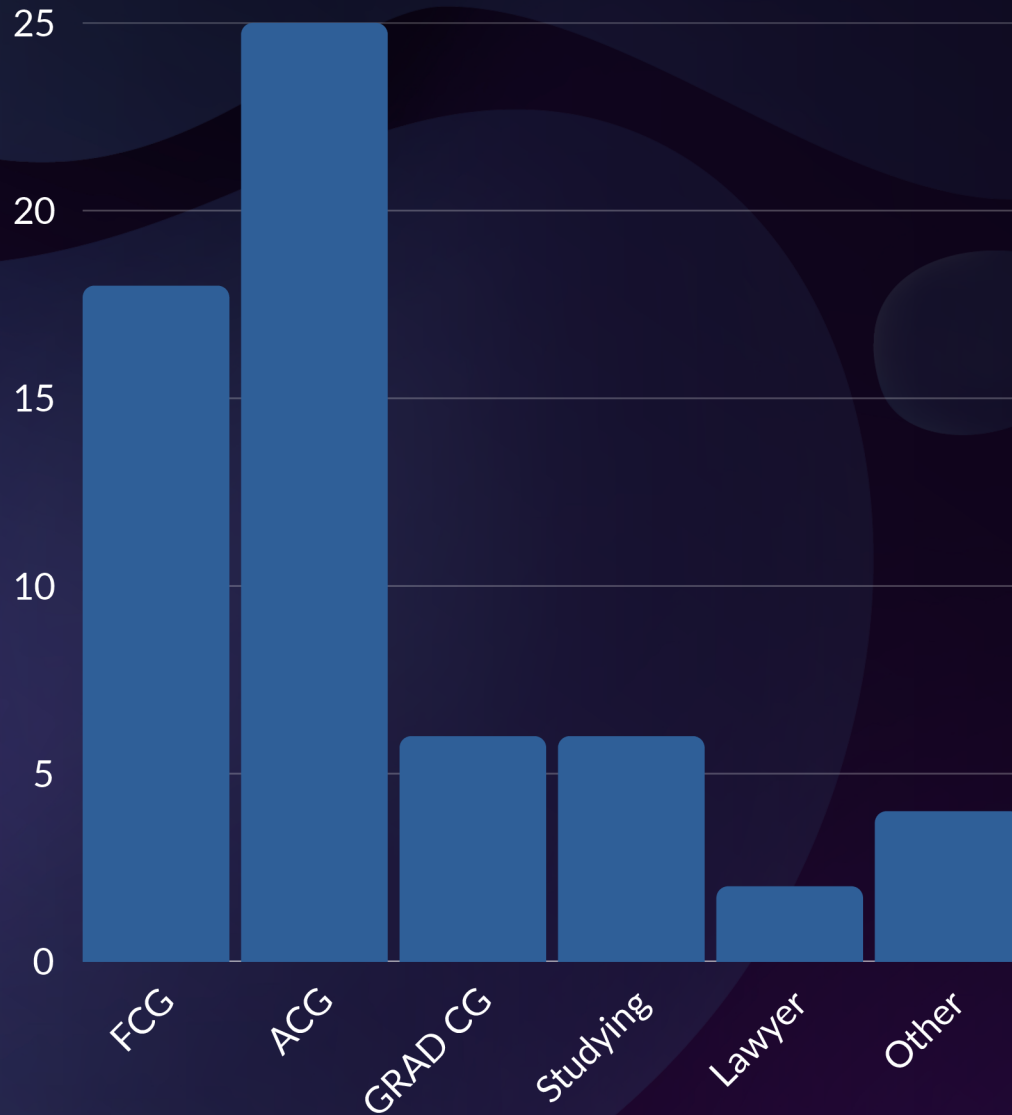
# PROFESSIONAL SERVICES

## Benefits Breakdown

Benefits	Head of Department	Director	Senior Manager/ Manager	Senior Consultant/ Consultant	Senior Associate/ Associate	Trainee
Car Scheme/Car Allowance	●	●	●			
Private Medical	●	●	●	●	●	
Private Dental	●	●	●	●		
Share Scheme	●	●	●	●		
Long Term Incentive Plan						
Life Insurance	●	●	●	●	●	●
Cycle to work/ Season Ticket	●	●	●	●	●	●
Lifestyle Benefits	●	●	●	●	●	●
Holiday Exchange	●	●	●	●	●	●
Study Support	●	●	●	●	●	●
Gym Membership	●	●	●	●	●	●

\*This does not include statutory employment rights such as pension, annual leave & paid holiday.

# PROFESSIONAL SERVICES



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